



VIDYA BHARATI SCHOOL
Surya Nagar, Ghaziabad

Ref. No.VBS/CIR/2016/ 11

Date: 26.7.2016

Dear Parent(s)

You are requested to abide by the laid down policies and procedures of Vidya Bharati School for its smooth operations. Kindly note the following and adhere to the same.

Fee Payment

- Kindly refer to the guideline for fee payment on page 20 of the Almanac.
- Fee payment to be made through cheque by 10th in every quarter.
- As per the First reminder regarding absence of a student for 5 consecutive days and Second reminder regarding absence for 7 days without information /non- payment of fee without any valid reason may render a student liable to have his/her name struck off from school rolls. Re-admission of the student will only be at the sole discretion of school authorities.
- School is not responsible for fee reminders.
- If a cheque is dishonored due to any reason, late fee + Rs.250 will be charged as service charge and the amount is to be paid by DD/ Cash.
- There will be no withdrawal of bus facility in the last quarter (Refer Almanac page no. 15).
- Student may not be allowed to appear for the tests/ exams- terminal/ final unless all the fee dues are paid to date.
- The result of the fee defaulters will be withheld.

Punctuality & Regularity

- Kindly refer to code of conduct on page no.12, 13 & 14 of the Almanac regarding rules and regulations for being the model student of VBS.
- School gate will close at 7.50 a.m. and thereafter no student will be allowed to enter the School.
- Kindly ensure that the student comes in proper School uniform including shoes/ hair.
- Minimum 75% attendance is mandatory for the student to be eligible for appearing in the SA/Terminal Exam.
- Kindly ensure presence of your ward during all the Cycle tests / Assessments/Terminal exams.
- The School staff may not be pressurized for short leaves as only half day / full day leave may be granted.
- Please ensure that a child who is medically unfit does not attend the school.
- Leave application is mandatory in case of absence of the student from the School.
- Refer to page 18 of Almanac regarding the prescribed period of quarantine.
- Fitness certificate is necessary on re-joining the school.
- Students are expected to attend the school on the opening day after each vacation.
- Unexplained absence / absence without leave for 7 consecutive days, may render a student liable to have his/her name struck off from the school rolls. Re-admission of the student will only be at the sole discretion of school authorities.

Soliciting your ongoing support in the pursuit of excellence.

Regards

Meenakshi Zarabi